



Accident Reporting Form

In the event of an accident, the following procedure should be followed:

1. Fill in this form.
2. Record in detail all facts surrounding the accident, including witnesses.
3. Make contact with the parents / carers.
4. Add form to incident folder.
5. Forward copy to designated person for record keeping / action required.
6. Complete any further action, as agreed with the designated person.
7. Sign off on any action required from St George's Sailing Club leadership.

Contact information – responsible adult completing form

Name			
Address			
Contact number		Email	

Injured person information

Name		Date of Birth	
Address			

Accident information

Date of accident		Time of accident	
Date Reported		Time reported	
Who reported the accident			
Location of accident			
Details of injury			
How accident happened			
Did anyone witness the accident?	No ☐	Yes ☐	Please give name and details
Was First Aid involved	No ☐	Yes ☐	Please give details
Have parents been notified?	No ☐	Yes ☐	Please state by whom and when
Recommended action to be taken			
Referred to designated person	No ☐	Yes ☐	Please have them sign declaration at end
Form completed by (print name)		Signature	

Declaration report received – designated person

Print name		Signature	
Role within SGSC		Date	